Appointment Change Action – Transfer

Purpose	Use this procedure to process an appointment change for an employee who is transferring to a position in their current agency, sub-agency, or in another agency.
Trigger	Perform this procedure when an employee has been appointed to another position.
Prerequisites	- The employee must be active in HRMS. - There must be a position to appoint the employee into.
End User Roles	In order to perform this transaction you must be assigned the following role: Personnel Administration Processor

Change History	
Date	**Change Description**
7/23/2009	Procedure created in new template. Updates to the Helpful Hints section, screenshots, Payroll and Benefits Processor steps.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions
Transaction Code	PA40

Helpful Hints	**If the employee is transferring to another agency, the gaining agency will perform this procedure and contact the losing agency and inform them of the employee's transfer.** The **losing agency** will need to enter/change any remaining master data prior to the **gaining agency** performing the appointment change action. Example: leave to enter or delete in CATS, garnishments, or anything pending master data for the employee. ❌ **IMPORTANT NOTE REGARDING EMPLOYEES ENROLLED IN HEALTH INSURANCE:** When a transfer occurs at any time prior to the end of the month, the **losing** agency is responsible for paying the state share for the entire month. The **gaining** agency will not be billed for state share until the month following the transfer date. In PAY1, **losing agency** must enter **401** (transfer out code) in the TRANSFER REASON field, and the last day of the month (the losing agency is responsible for the insurance premiums for the entire month) in the TRANSFER EFF DATE field. Press PF10 to update. In PAY1, **gaining agency** must enter the new HOME AGENCY/SUB-AGENCY (this requires that you move the cursor to the home agency field), enter **201**

	(transfer in code) in the TRANSFER REASON field and the transfer-in date (should always be the first day of the month in which the new agency is responsible for the insurance premiums) in the TRANSFER EFF DATE field. Press F10 to update. This will set the home agency lock to the new agency. Do not update any other fields on this screen until after the transfer transaction. Additional changes to the A.41 screen fields will require a separate transaction.
	Contact HCA for more instruction by phone: 360 923-2847 or by email: helpdesk@hca.wa.gov .
	If the employee is transferring in their current agency perform this procedure by your assigned role.
	This procedure my require hand-offs to other roles (payroll processor and /or benefits processor) depending on the structure of your agency and your role at your agency.
	If a hand-off is made to another role, it is critical the transaction code **PA40** is used and the "*execute into infogroup*" process is used. This is explained further in this procedure. Using **PA40** will ensure that all required infotypes are completed.
	Do not use transaction code **PA30** to complete portions of the appointment change action.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

State of Washington

Procedure

1. Start the transaction using the above menu path or transaction code **PA40**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000312
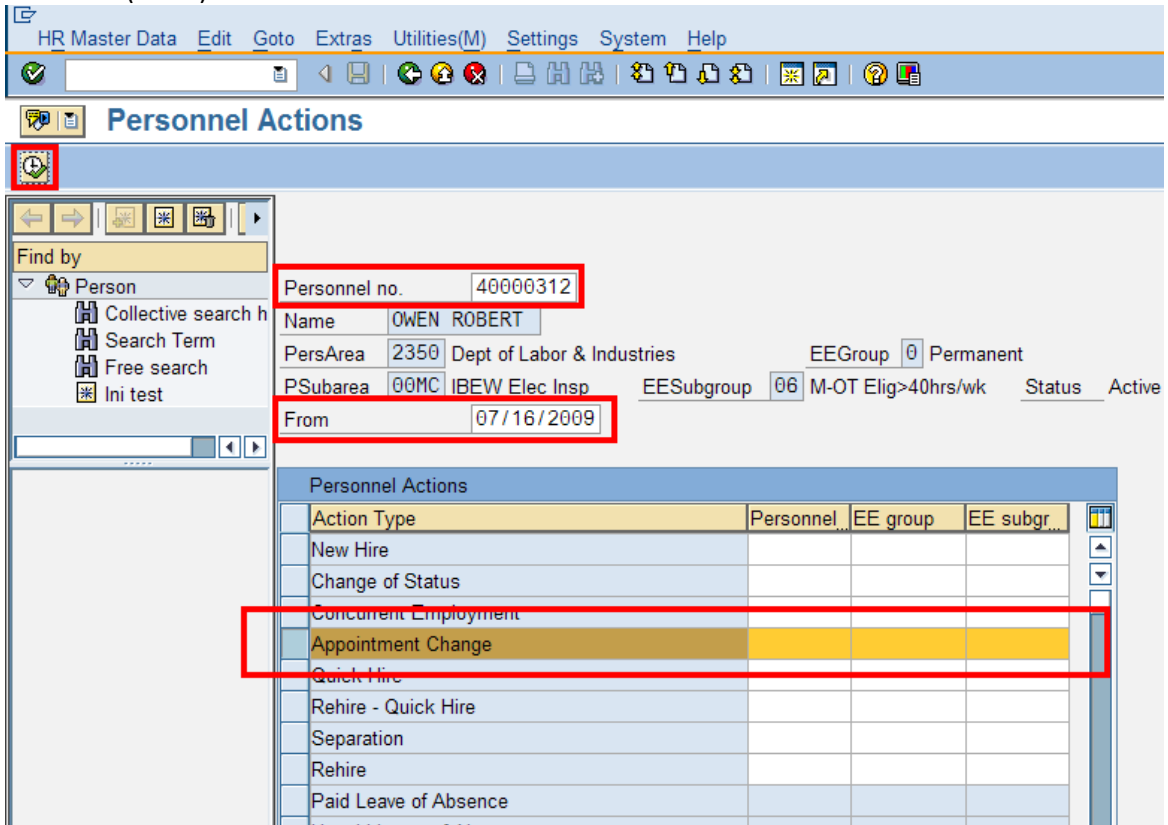
3. Perform one of the following:

IF	Go To
You are the Personnel Administration Processor	Step 4
You are the Payroll Processor	Step 33
You are the Benefits Processor	Step 45

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4. Complete the following fields:

From	R	The effective date of the action.
		❌ Only enter the *From* date if you are the Personnel Administration Processor initiating the appointment change action.
		Example: 07/16/2009

5. Click ✅ (Enter) to validate the information.

6. Click the box to the left of ☐ Appointment Change to select.

7. Click 🕐 (Execute) to execute the action.

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8.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	It stores the reason that an action has been performed. (i) Click the (Matchcode) to open the selection list. **Example**: 01
Position	R	This is a system-assigned number given to a particular position. Each unique position will have its own position number. **Example:** 71000013

9. Click ✅ (Enter) to validate the information.

   ℹ️ The following Information Message will appear,

Information	⊠
ℹ️ Default values are used by the position	
✔️ ❓	
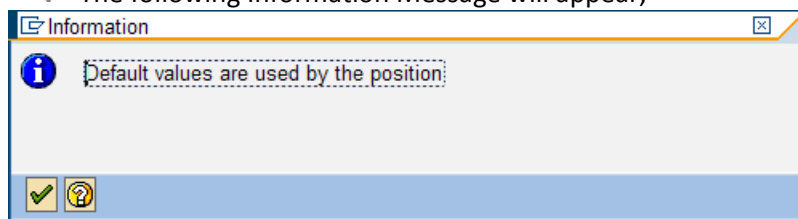
10. Click ✔️ (Copy) to accept.

11. Click ✅ (Enter) to validate the information.

12. Click 💾 (Save) to save.

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State of Washington

13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Contract	R	The status of the appointment. ![i] Click ![icon] (Dropdown) to view the selection list. **Example**: Probation, Exempt, Non-Perm limited.
Org. Key	O	The pay distribution location. ![i] This field is used at the discretion of the agency. **Example:** 1RAMAD

Time	O	The time data administrator is responsible for the employees assigned to him or her.
		![i] This field is used at the discretion of the agency.
		Example: DA

14. Click ![Enter icon] (Enter) to validate the information.

15. Click ![Save icon] (Save) to save.

16. You will receive the following messages:
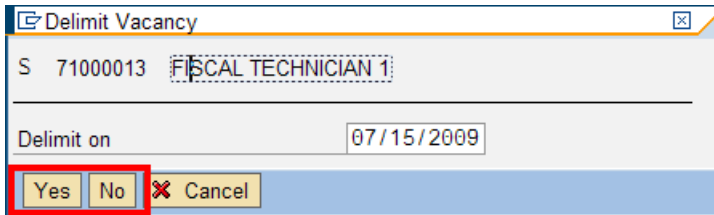
![warning] As the Gaining Agency, you cannot delimit the vacancy for the other agency's position. As a courtesy, you may contact the losing agency to inform them of the vacancy. Click 'No' or 'Cancel'.
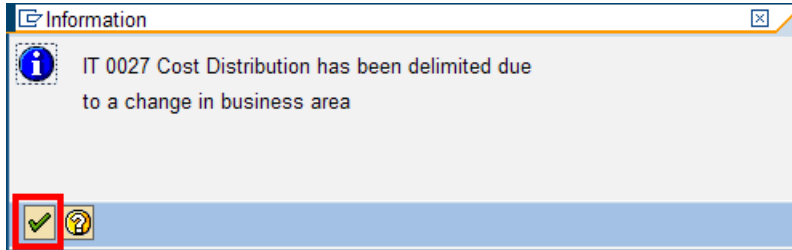

Select the appropriate option for your agency's position. Click 'Yes' or 'No'.

17. ![info icon] The Delimit Cost Distribution will only come up if the *Cost Distribution* Infotype (00027) has been created by the losing agency.

If this does not come up during the action skip to Step 18.

```
Information                                    ⊠
 ┌─┐
 │i│  IT 0027 Cost Distribution has been delimited due
 └─┘  to a change in business area


 ✔ ⑦
```

Click ![checkmark] (Continue) to continue.

Copy Contract Elements (0016)

```
Infotype  Edit  Goto  Extras  System  Help

Personnel No.   40000312      Name      OWEN ROBERT
PersArea   3500 Sup of Pub Instruction        EEGroup 0 Permanent
PSubarea   0001 Non Represented    EESubgroup 06 M-OT Elig>40hrs/wk    Status   Active
Start      07/16/2009   to    12/31/9999
```

Contractual regulations
Contract Type   00 Permanent

Periods
Probationary Period

18. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Contract type	C	It defines an employee's State status as either permanent or non-permanent. **Example**: Probation, Exempt, Non-Perm limited.

![HR State of Washington logo]

Probationary period	O	This denotes how long an employee is in probation status. ![info] If the probationary period is not entered, the next infotype (*Monitoring of Tasks* (0019)) will not appear. **Example:** 6 Months

19. Click ![enter] (Enter) to validate the information.

20. Click ![save] (Save) to save.

![info] The Monitoring of Tasks infotype may not appear based on the chosen contract type. If the infotype does not appear, skip to the Step 24.
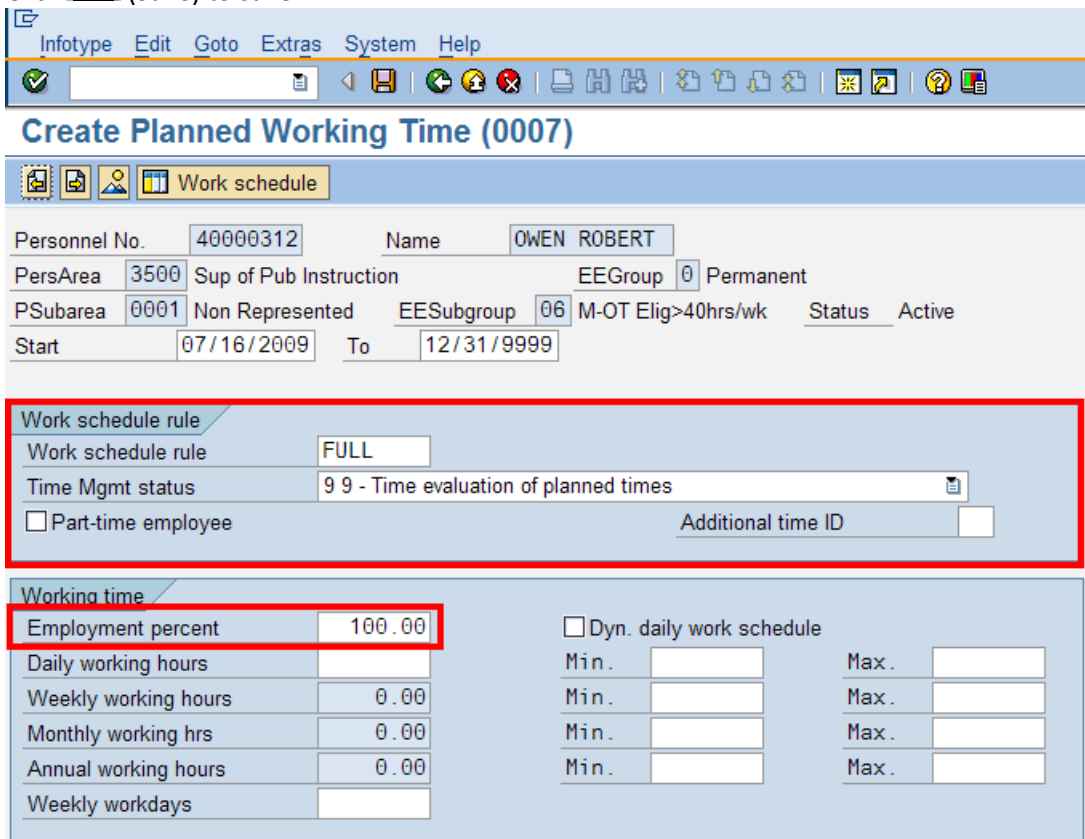
21. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Task Type	R	A task type is a relevant task that an HRMS user would be expected to perform. ![info] Click ![dropdown] (Dropdown) to view the selection list. **Example**: 02 – Trial Service expire
Reminder Date	O	This is the date on which the system will remind a user (via report) that a specific period is expiring or a record needs to be updated. **Example**: 01/09/2010

Lead/follow-up time	O	This is the amount of time to be notified in advance or after an event has occurred. ⓘ When the infotype is validated, this field will be converted into the *Reminder Date* field based on the *Date of Task*. **Example:** 1 Weeks

22. Click ✅ (Enter) to validate the information.

23. Click 💾 (Save) to save.

24. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Work schedule rule	R	A description of the duration and composition of employee working time for any given workday. **Example**: FULL

Time Mgmt status	R	This is part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule. 1-Time Evaluation of actual times - Use for Hourly employees 9-Time Evaluation of planned times - Use for Monthly employees

Additional time ID	R	The indicator on how employee leave will accrue
		
		Enter:
		   ▪ 00 for full normal leave accrual (will default if to normal if field is left blank).
		   ▪ 01 for NO leave accrual
		   ▪ 02 for sick leave accrual only

Employment percent	R	The amount of time that an employee works per week in a particular position and is described in terms of a percentage. **Example:** 100.00

25.
   Click ✅ (Enter) to validate the information.

26.
   Click 💾 (Save) to save.

   ℹ️   In HRMS, there are a limited number of date types to enter into Date Specifications. You are limited to 12 date types for each record.

27.   Review the employee's Date Types and Dates, and make the necessary updates.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Date type: Original Hire Date (03)	C	The date the employee starts at an agency. ℹ️ If the Appointment Change is to a new agency this date should reflect the date the employee went to the new agency. **Example**: 03 (Original Hire Date) – XX/XX/XXXX
Date Type: Appointment Date	R	The effective date of the appointment. **Example**: 02 (Appointment Date) – XX/XX/XXXX

ℹ️   If necessary, make changes, additions, or deletions to the date specifications.

28.   Click ✅ (Enter) to validate the information.

29.   Click 💾 (Save) to save.

Create Basic Pay (0008)

| Salary amount | Payments and deductions |

Personnel No.   40000312   Name   OWEN ROBERT
PersArea   3500 Sup of Pub Instruction   EEGroup 0 Permanent
PSubarea   0001 Non Represented   EESubgroup 06 M-OT Elig>40hrs/wk   Status   Active
Start   07/16/2009   to   12/31/9999

Subtype   0   Basic contract

Pay scale

Reason	20	Appointment Change	Capacity Util. Level	100.00	
PS type	00	Non-Represented	Work hours/period	87.00	Semi-monthly
PS Area	01	Standard Progression	Next increase	07/16/2010	
PS group	29	Level K	Annual salary	31,176.00	USD

Wa..	Wage Type Long Text	O..	Amount	Curre..	In	A	Number/Unit	Unit	
1003	Pay Period Salary		1,299.00	USD	I	☑			
				USD		☐			
				USD		☐			
				USD		☐			

30. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason	R	The reason for the change in pay. ⓘ If you do not know the number for the Reason, you can click the 🔲 (Matchcode) to open the selection list. **Example**: 20 – Appointment Change
Level	C	This defines the step within a range for compensation. ⓘ Level A will default into the field. The PS Level is used to reflect the salary for a General Government employee and defines this as Indirectly Valuated. You may need to change the level. **Example**: K
Next Increase	C	This is the date of the next scheduled increase in the employee's pay. This is also known as the periodic increment date. ⓘ If this field is blank the employee will not receive their pay increment. **Example**: 07/16/2010
Annual Salary	C	This is the dollar amount that the employee receives as pay per year. ⓘ If the employee is WMS, Higher Ed Exempt, Students, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you must enter the annual salary in this field. Entering the salary defines this person as Directly valued. **Example**: 31,176.00 (The employee in this example is General Government and their salary will be populated based upon the PS Group/Level selected)
Wage Type	C	It separates amounts and time units for various business processes. ⓘ The wage type of 1003 should default in if the employee is monthly. Wage type 1001 should default in if the employee is hourly. Enter the wage type if the field is blank. ⓘ You can also enter wage types for Shift Difference and

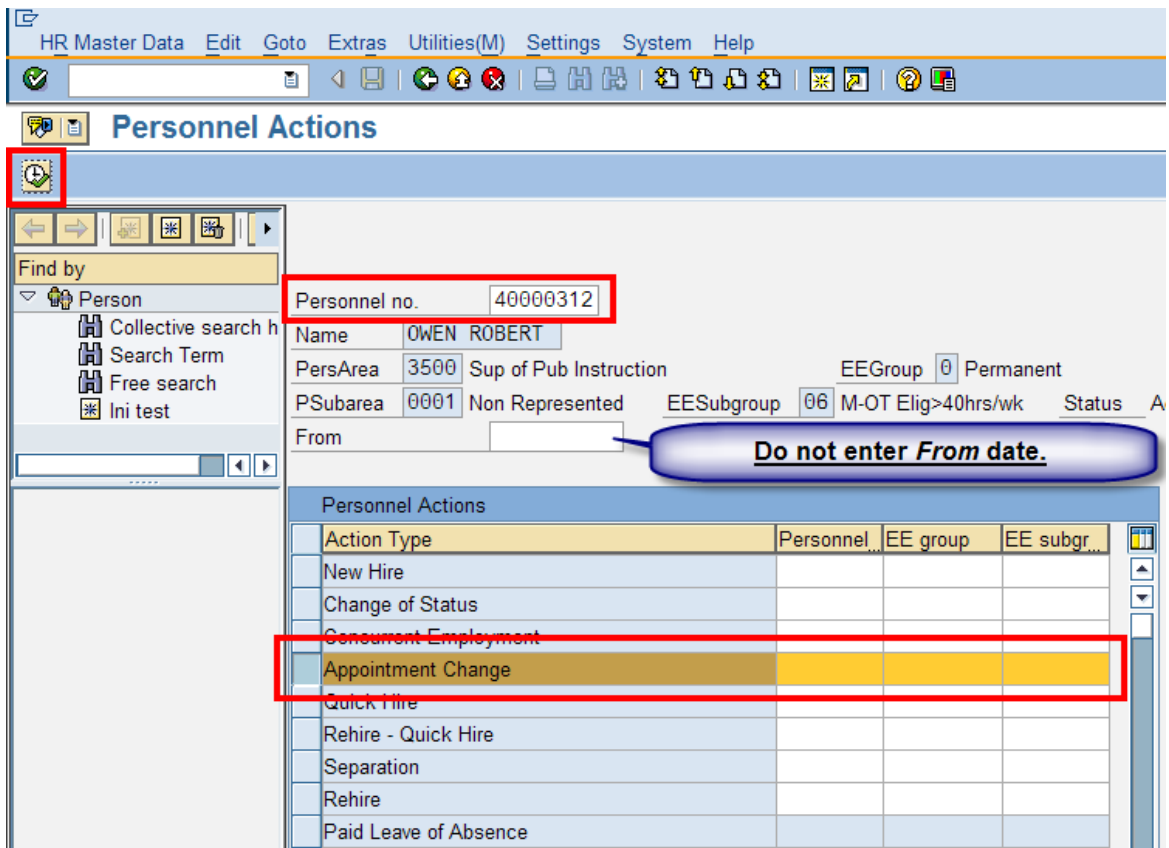|	Assignment Pay.
	Example: 1003 Pay Period Salary

31. Click ✅ (Enter) to validate the information.

32. Click 💾 (Save) to save.

⚠️ For the ***Personnel Administration Processor***, this will mark the end of the Appointment Change action. After saving, click 🏠 to exit the action and transfer the employee's information packet to the ***Payroll Processor*** who will complete the action.

33. Start the transaction using the above menu path or transaction code **PA40**.

❌ ***Payroll Processor*** –Do not put a "From" date in the field prior to executing the transaction.

34. Complete the following fields:
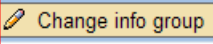
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000312

35. Click ✅ (Enter) to validate the information.

36. Click 🕓 (Execute) to execute a process or action.

Copy Actions (0000)

Infotype   Edit   Goto   Extras   System   Help

⊞ Execute info group   ✎ Change info group

Pers.No.   40000312
Name   OWEN ROBERT
PersArea   3500 Sup of Pub Instruction   EEGroup 0 Permanent
PSubarea   0001 Non Represented   EESubgroup 06 M-OT Elig>40hrs/wk   Status   Active
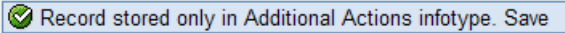Start   07/16/2009   to   12/31/9999

Personnel action
Action Type   U3 Appointment Change
Reason for Action   01   Prom/Trial Service Apptmt

Status
Employment   3 Active

Organizational assignment
Position   71000013   FISCAL TECHNICIAN 1
Personnel area   3500   Sup of Pub Instruction
Employee group   0   Permanent
Employee subgroup   06   M-OT Elig>40hrs/wk

Additional actions

37. Click ⊞ Execute info group .

38. The follow messages will appear. Click 🖫 (Save) to continue.

✓ Record stored only in Additional Actions infotype. Save

39. An Information window will appear. Click ✓ (Continue) to continue.

Information   ⊠
ℹ   Record is not saved. Identical record already
    exists

✓ ❓

HR
State of Washington

40. Click (Next Record) until you reach Subtypes for infotype Education, click (Close) to by-pass this infotype.

41. Continue to click (Next Record) until you reach *Create Add. Withh. Info. US* (0234) infotype.

```
┌─────────────────────────────────────────────────────────────────┐
│  Infotype  Edit  Goto  Extras  System  Help                      │
│  ⊘          ▣  ◁ 🖫 | ⦿ ⦿ ⦿ | 🖨 🔍 🔍 | ♻ ♻ ♻ ♻ | 🔆 🔁 | ⓘ 📊   │
│  Copy Add. Withh. Info. US (0234)                                │
│  🖫 🖫 🔆                                                          │
│  Personnel No.  40000312      Name    OWEN ROBERT                │
│  PersArea  3500  Sup of Pub Instruction    EEGroup 0 Permanent   │
│  PSubarea  0001  Non Represented   EESubgroup 06 M-OT Elig>40hrs/wk  Status  Active  │
│  Start          08/10/2009   to    12/31/9999                    │
│                                                                   │
│  ┌ Overrides ─────────────────────────────────────────────────┐ │
│  │ Tax authority        FED  Federal      Tax level  A Federal │ │
│  │ Supplemental method       Aggregation with Pay Periods Method│ │
│  │ Override amount                                             │ │
│  │ Override percentage                   ☐ No Tax             │ │
│  │ Empl.override group  0138  2350-5307 EMP N.O.C.            │ │
│  └────────────────────────────────────────────────────────────┘ │
│  ┌ Common Paymaster ──┐                                          │
│  │ ☐ Common Paymaster │                                          │
│  └────────────────────┘                                          │
└─────────────────────────────────────────────────────────────────┘
```

42. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	The start date for the payment/deduction. ![info icon] Start date should be the first paydate the employee is with the gaining agency.

![HR State of Washington logo]

		Example: 08/10/2009
Empl. override group	R	This is the Worker's Compensation code that an employee holds for a particular job. **Example:** 0079

43. Click ✅ (Enter) to validate the information

44. Click 💾 (Save) to save.

⚠️ For the *Payroll Processor*, this will mark the end of the Appointment Change action.

Payroll Processor if the employee has recurring payments /deductions, go to **PA30** and follow the procedures Create a Recurring Payment or Create Recurring Deduction.

After saving, click 🏠 to exit the action and transfer the employee's information packet to the *Benefits Processor* who will complete the action.

45. Start the transaction using the above menu path or transaction code **PA40**.

Benefits Processor –Do not put a "From" date in the field prior to executing the transaction.

46.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000312

47.   Click (Enter) to validate the information.

48.   Click (Execute) to execute a process or action.

Copy Actions (0000)

Execute info group   Change info group

Pers.No.	40000312	
Name	OWEN ROBERT	
PersArea	3500 Sup of Pub Instruction	EEGroup 0 Permanent
PSubarea	0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk	Status Active
Start	07/16/2009 to 12/31/9999	

Personnel action

Action Type	U3 Appointment Change
Reason for Action	01 Prom/Trial Service Apptmt

Status

Employment	3 Active

Organizational assignment

Position	71000013	FISCAL TECHNICIAN 1
Personnel area	3500	Sup of Pub Instruction
Employee group	0	Permanent
Employee subgroup	06	M-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action	
07/16/2009	U3	Appointment Change	01	Prom/Trial Service Apptmt	

49. Click [Execute info group].

50. The follow messages will appear. Click 🖫 (Save) to continue.

☑ Record stored only in Additional Actions infotype. Save

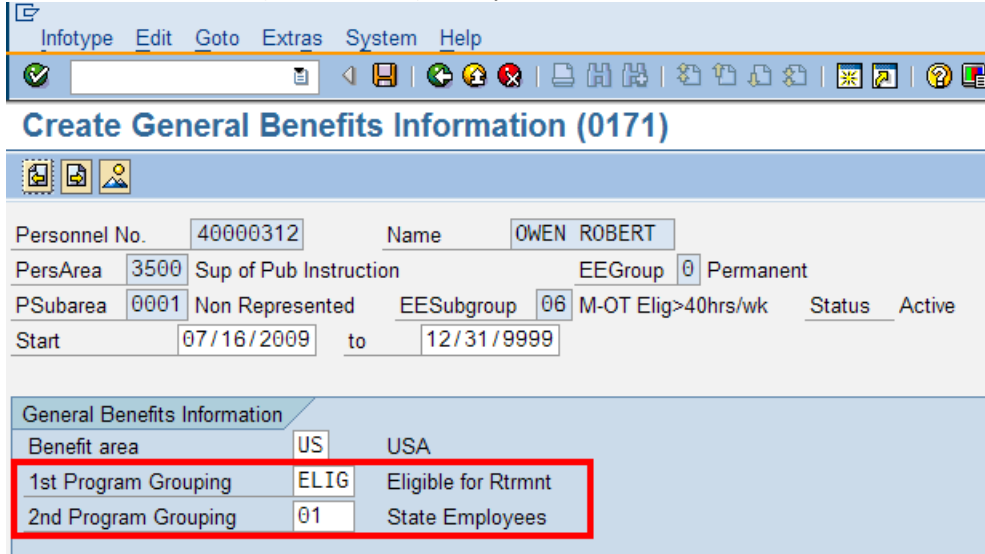51. An Information window will appear. Click ✓ (Continue) to continue.

Information

ⓘ   Record is not saved. Identical record already
    exists

✓ ❓

52. Click ![icon](Next Record) until you reach Subtypes for infotype Education, click to by-pass this infotype.

53. Continue to click ![icon](Next Record) until you reach Create General Benefits Information (0171).

54. Complete the following fields:

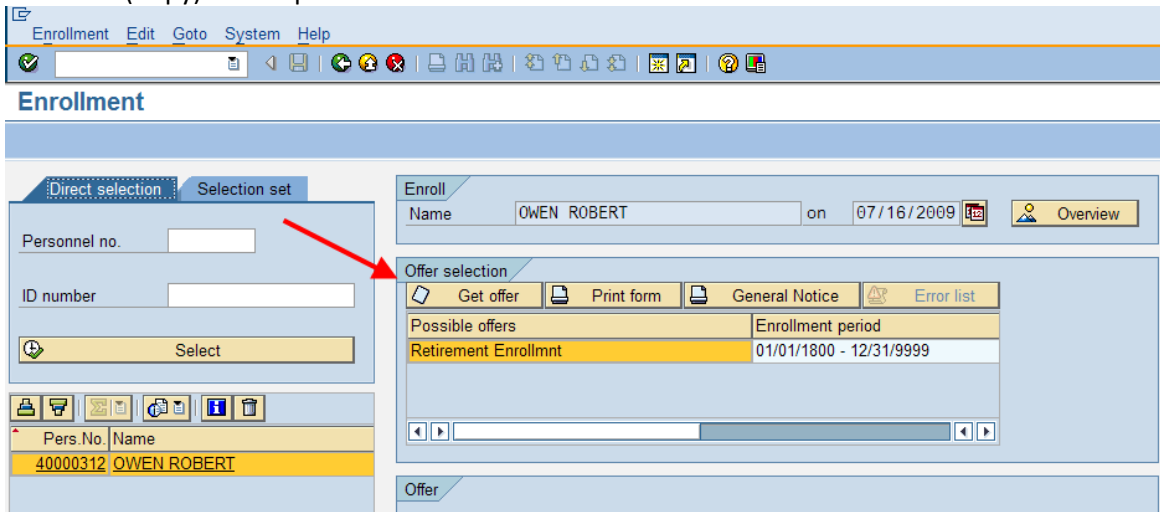| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
1st Program Grouping	R	This is used to determine an employee's retirement plan eligibility. ![info icon] The **1st Program Grouping** defaults in as eligible. To verify that the position is eligible use transaction code **PO13D**, click the gray box to the left of *Acct Assignment Features* infotype. If there is an X in the box next to Retirement Eligible field, then the position is retirement eligible. If the box is blank, the position is not retirement eligible. **Example**: ELIG – Eligible for Rtmnt
2nd Program Grouping	R	This defines the employee's job type and employer. ![info icon] The value in the **2nd Program Grouping** field defaults from personnel area. You will have to change the **2nd Program Grouping** field if: • An employee chooses a different plan. • The employee type defaulted to a code not consistent with the System/Plan set up at hiring time. • An employee changes positions and wants to continue

		contributing to the System/Plan from his previous position rather than the one that defaults with the new position. For a list of valid type codes for each retirement system, see The Employer Handbook - Type Codes **Example**: 01 (State Employee)

55. Click (Enter) to validate the information.

56. Click (Save) to save.

57. Click (Copy) to accept.

58. Click .

For a Plan 3 employee transferring between employers (business areas), choose the appropriate plan (PERS, TRS, or SERS0 with the rate option of 0 (zero) to begin the 90-day choice period. This will place the employee on the 70-day/90-day default report.
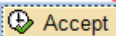
59. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Percentage	R	This is a field used to store a percentage amount for the retirement deduction. ❌ **Do not leave the percentage field bank or HRMS will not take any deductions for retirement.** ℹ️ If you do not know the correct plan contribution percentage, HRMS can prompt you. Click in the percentage field and enter any number (example: 2) and press the enter button on your keyboard. You will receive an ❌ Error message in the status bar telling you what the correct contribution percentage is for the selected plan. **Example**: 3.89

60. Click ⏬ Accept .

61. Click [Enroll].

62. Click ⊕ Enroll .

ℹ The *Confirmation* button is not configured for use by the State of Washington at this time. However, agencies may use this as a confirmation of enrollment.

63. Click **Continue** to continue or click 🖨 Confirmation to print confirmation.
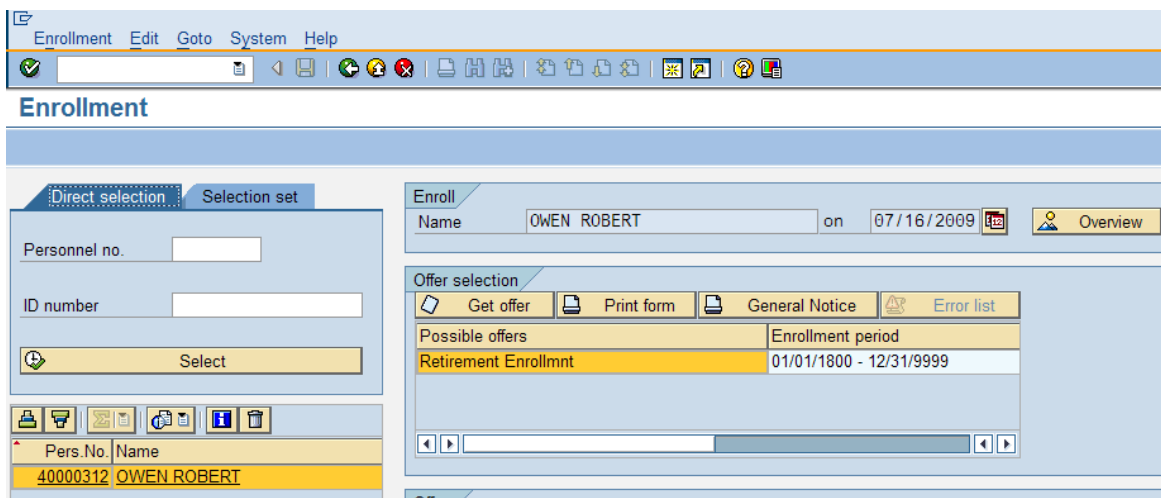
64. You will be taken back to the Enrollment screen. Click 🔙 to return to the previous screen. The Possible subsequent activities window will appear.

65. Click ⊗ (Cancel) to cancel.

66. You will be taken back to the Personnel Actions (PA40) screen. You have completed this transaction.

Results
You have successfully transferred an active employee from one position to another position.

Comments
Once the Plan 3 employee has submitted their completed DRS member information form designating their Plan 3 contribution rate, see the OLQR procedure [Retirement Plan Choice 90 day (New Hire)](#), to complete the retirement choice.